State of Wisconsin

Department of Administration

Budget Journal Entry Process Job Aid

Version 1.0

TABLE OF CONTENTS

PURPOSE AND DESCRIPTION

Purpose

This document explains the key activities involved in the budget journal entry process. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

Description

The key activity involved in the budget journal entry process is inputting budget journals.

ACTIVITY 1: INPUTTING BUDGET JOURNALS TRAINING EXERCISE

Process Flow

Given below is the business process flow for the Enter and Process Budget Journal sub-process. This process flow explains the flow of the various steps involved in this activity. This process flow will help you understand the system-generated actions as well as the tasks that are performed manually. It explains the business process followed to set up process budget journals.

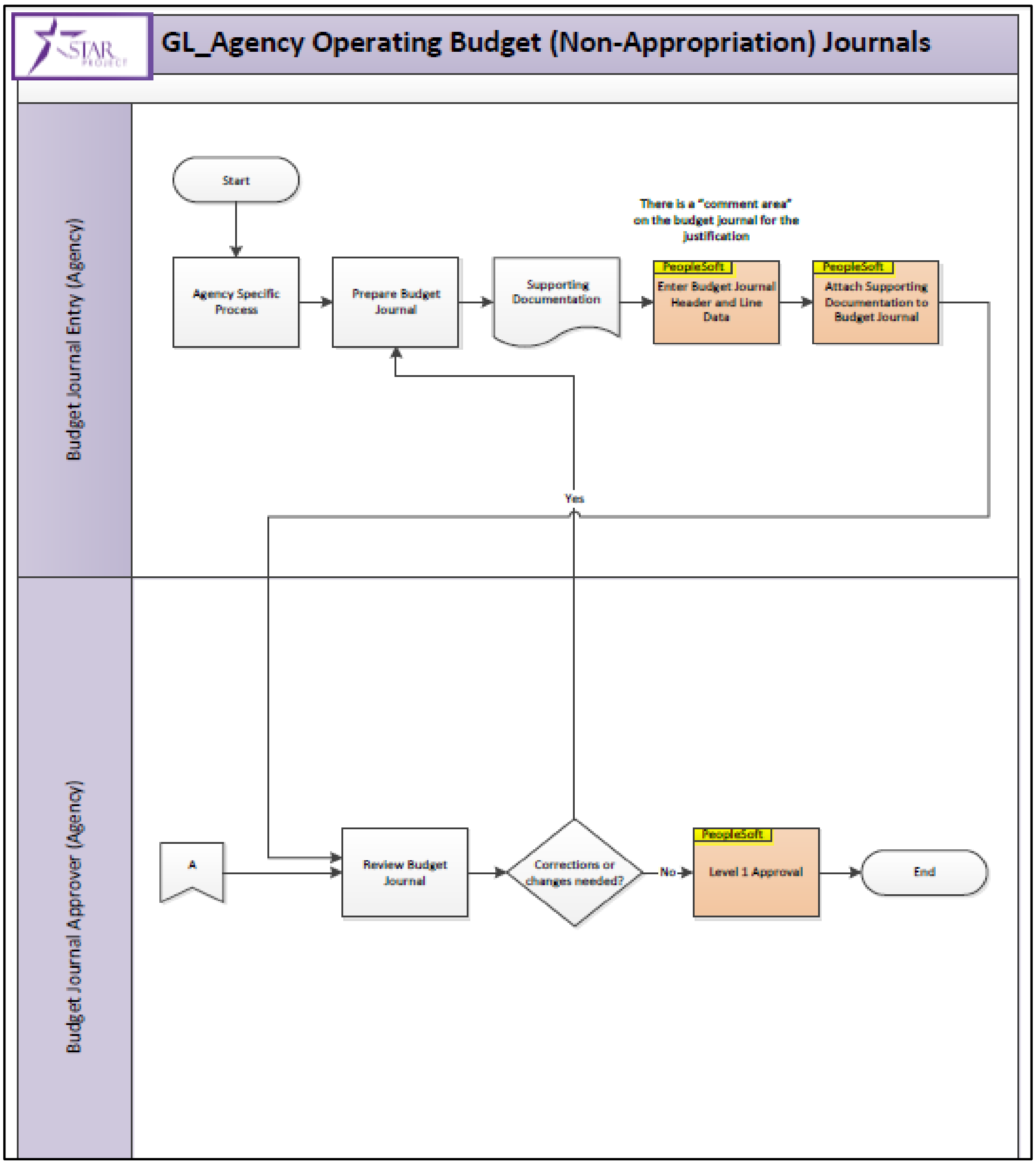

FIGURE 1: ENTER AND PROCESS BUDGET JOURNAL SUB-PROCESS

Creating Budget Journals Procedure Steps

Scenario: In this job aid, you will create an operating budget journal. An operating budget is a budget dedicated to a specific State of Wisconsin Agency. Follow the steps explained below.

Step	Action
1.	Access the **Enter Budget Journals** page by following the navigation below. Navigation: **Commitment Control** > **Budget Journals** > **Enter Budget Journals**
2.	On the **Enter Budget Journals** page, click the **Add a New Value** tab and input an appropriate value into the Business Unit and Journal Date sections. Leave **Journal ID** as "NEXT".
3.	Click **Add**.
4.	On the **Budget Header** page, input **CC_OPER** into the **Ledger Group.** Select the appropriate **Budget Entry Type** from the dropdown box and enter a description of the budget journal being created in the **Alternate Description** box. Leave all other fields as the default entry.
5.	Click **Save.**
6.	Click the **Attachments** link to open the **Budget Journal Attachments** page. Make sure the **Show to Approver?** box is checked. Click **Add Attachment.**
7.	Click **Browse** and open the relevant file from your computer's hard drive.
8.	Click **Upload.**
9.	Add a description to the document providing information on the information detailed in the supporting document. Once a description has been added, click **OK.**
10.	Make a note of the number that is shown in parentheses following the **Attachments** link. This number should be equal to the number of supporting documents that was added in steps 6 through 9.
11.	Click **Save.**
12.	Click the **Budget Lines** tab.
13.	On the **Budget Lines** page, enter the appropriate value into the **SpeedType** ChartField if you know this value exists. If a SpeedType value does not exist for your particular business unit, input an appropriate value into the **Budget Period**, **Bud Ref**, **Fund**, **Appropriation**, **Dept**, and **Amount** ChartFields**.**
14.	If multiple journal lines need to be inputted, click the **Journal Line Copy Down** link and check the boxes of the ChartFields you wish to copy from the prior journal line.
15.	Click **OK.**
16.	In the **Lines to add** section in the lower left-hand area of the page, enter the additional number of lines needed for this budget journal and click the plus button to the right of the right of the **Lines to add** section.
17.	Adjust any of the additional lines added with relevant information.
18.	Select **Budget Pre-Check** from the **Process** dropdown list. Click **Process** in the upper right-hand portion of the page.

19.	Click **Yes** in response to the message, “Do you want to Budget Check this transaction without posting the results?”
20.	Review the **Budget Header Status** toward the upper right-hand area of the page. If the status displays “Error”, the user should not submit the budget journal for approval and must take steps to correct the error.
21.	Once the **Budget Header Status** displays the message “Checked Only” the user is able to submit the budget journal for approval. To do this, select **Submit for Approval** from the **Process** dropdown list. Click **Process** in the upper right-hand portion of the page.
22.	Review the **Approval Header Status** towards the upper right-hand portion of the screen. At this time, the **Approval Header Status** should display **Pending**.